

Corporate Assistant (Finance & Administration) Noumea- September 2023

Agency	Department of Foreign Affairs & Trade
Position number	NM001
Title	Corporate Assistant (Finance and Administration)
Classification	LE3
Section	Corporate
Reports to (title)	Consul and Senior Administrative Officer (SAO)

About the Department of Foreign Affairs and Trade

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high-quality overseas aid program and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional, and bilateral interests.

About the position

Under general direction of the Senior Administration Officer (SAO) and guidance of the Corporate Officer (Finance and HR) and Corporate Officer (Property and Procurement), the Corporate Assistant (Finance and Administration) performs financial and administrative tasks.

The key responsibilities of the position include, but are not limited to:

- Provide support to the Corporate Officer (Finance/HR) by undertaking account processing including the creation of vendors and customers, the preparation of payment documents and the upload file for payment runs in SAP and responding to vendor enquiries should they arise.
- Prepare invoices and receipt payments.
- Assist with processing leave requests, monthly timesheet collection and review, and requisite updates of the Payroll Workbook.
- Assist with asset and non-asset management including stocktake duties, helping to ensure that post records/inventories for each property location are carefully updated and maintained, and that purchase/disposal processes are actioned in accordance with departmental policy and guidelines.
- Process Abased medical reimbursement requests in accordance with the relevant policy guidance and post procedures.
- Provide travel support services including transport and accommodation bookings and travel allowance calculations and acquittals.
- Provide administrative support to arriving and departing diplomatic officers with respect to opening a bank account, purchasing and registering a private vehicle, school enrolments and other settling in tasks.
- Provide support to the Corporate Officer (Property and Procurement) with procurement, inventory management, oversight and supervision of tradespersons at the chancery and residences and liaison with JLL and OPO including assisting with contract and project management as required.

- Assist with the delivery of finance, property and administrative services to Partner Agencies at post in accordance with the Head Arrangement/Service Level Agreement (SLA).
- Support official functions and visits when required (including accommodation, transport bookings...)
- Assist as back-up to HOP PA in terms of administrative tasks (including diplomatic mail management, motor vehicle running sheets and maintenance).
- Reception duty and other duties as required (including stationery and cleaning products orders for the Chancery).

Qualifications/Experience

Essential

- High-level written and spoken communication skills in French and English.
- Highly effective administrative and organisation skills and experience, including the ability to multitask.
- The ability to work efficiently and effectively as a member of a small team, including proven initiative, cooperation, flexibility, reliability and effective management of own work priorities and contribution to team outcomes.
- Computer literacy and experience using the Microsoft Office Suite of Applications, electronic databases and information management systems.
- Flexibility to work at short notice (including weekends and public holidays if required)
- A full driver's licence with an exemplary driving record.

Desirable

- An understanding of Australian Government administrative processes, procedures and terminology.
- Property management experience with an existing network of suppliers, tradespeople and consultants would be an advantage.